



NAVIGATING THE VET CHANNEL MEDIA WEBSITE - USER GUIDE

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SECTION 1 LOGGING ON TO THE VET CHANNEL MEDIA WEBSITE

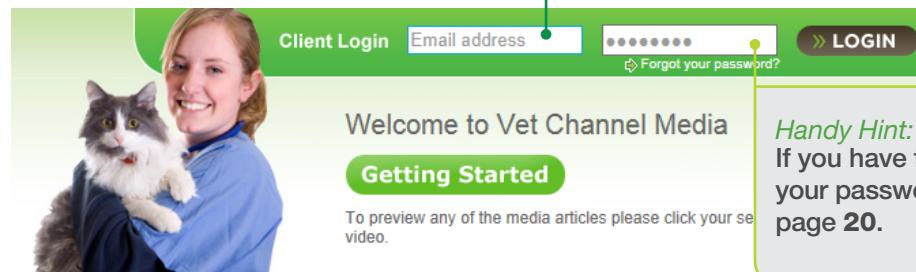
1.1

Enter the following website address into the long white address bar on your internet browser.

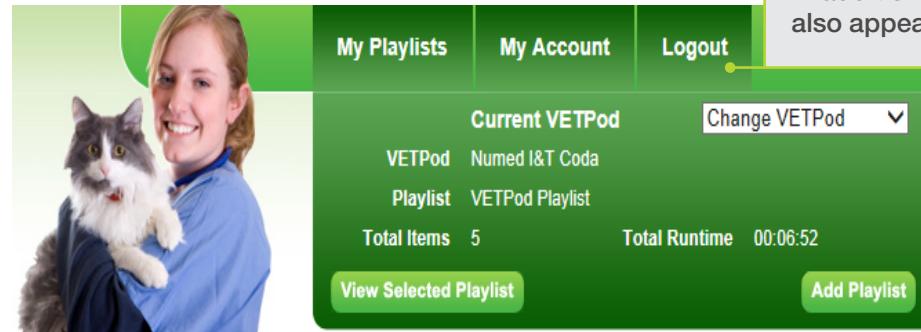
 <http://www.vetchannel-media.co.uk/>

1.2

Enter your account **email address** and **password** into the white boxes below and then click the **Login** button.



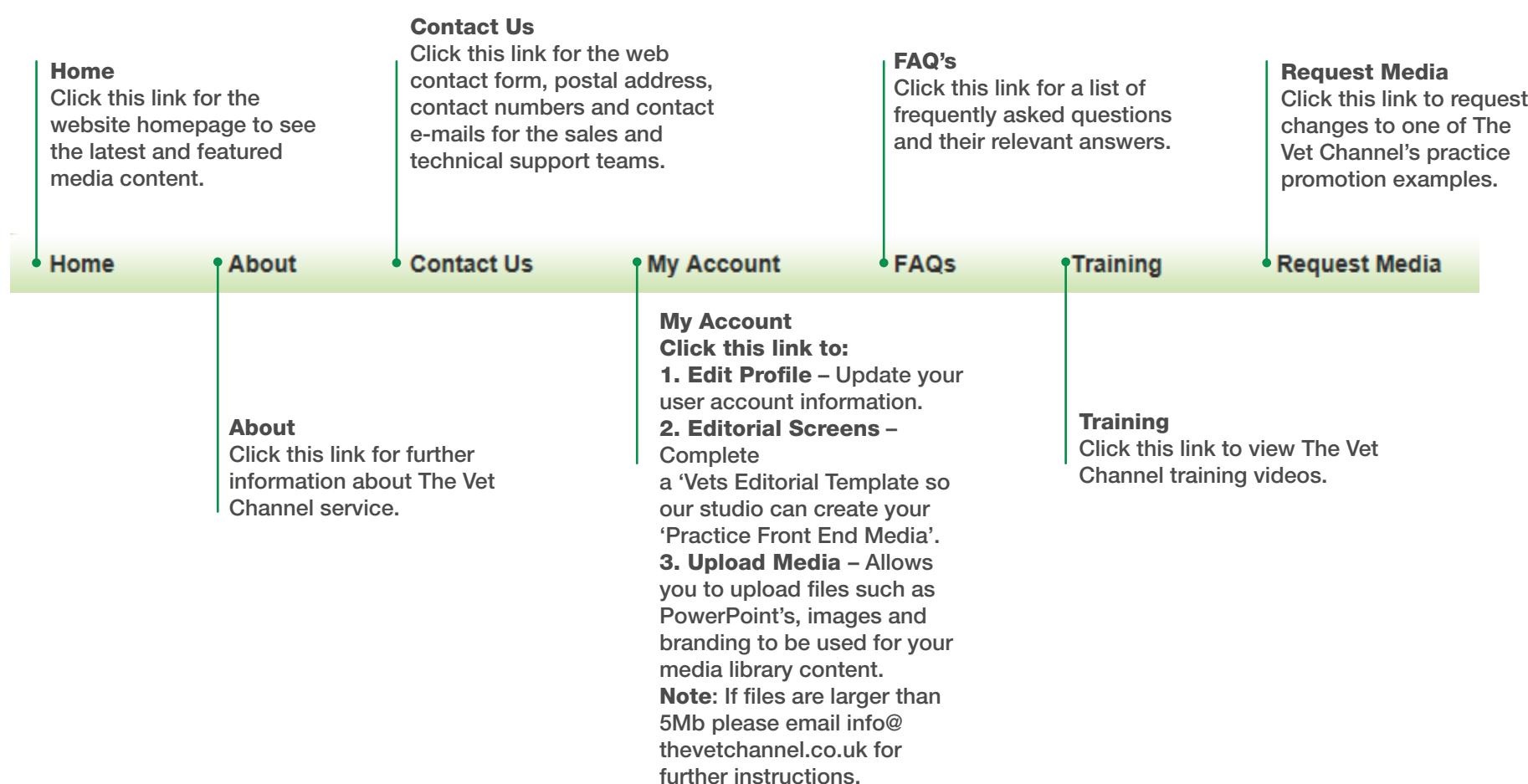
Handy Hint:
If you have forgotten your password, see page 20.



Handy Hint:

When the user is successfully logged on, in the top right hand of the screen the system will display **My Playlists** and **My Account**. In addition the **Logout** button will also appear.

SECTION 2 NAVIGATING THE VET CHANNEL MEDIA MENU BAR



SECTION 3 CREATING A NEW PLAYLIST

3.1

Click the **Add Playlist** button.

Note: This will open the **Create new playlist** window (shown right).

Add Playlist

Handy Hint:

Upon being saved the playlist will be set to the current playlist.

Note: The current playlist is the one which new media can be added to.

Handy Hint:

The **Current Playlist** box shows the **Playlist Name**, the **Total Sources** in the playlist (number of videos) and the **Total Runtime** of the playlist.

3.2

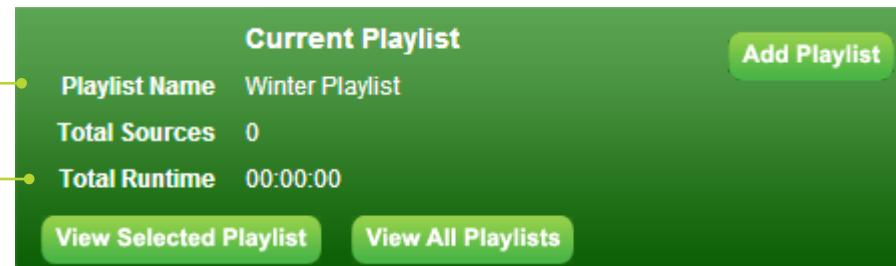
Enter the name of the new playlist into the **Title** box, then click the **Save** button.

Note: A confirmation message will now be displayed indicating that the playlist has been created.

Create new playlist

Enter the title of your new playlist below and click submit

Title	<input type="text" value="Winter Playlist"/>	X
Save		



SECTION 4 SEARCHING FOR MEDIA CONTENT ON THE VET CHANNEL MEDIA WEBSITE

4.1

Enter a search term for the media content required in to the **Search** box e.g. **pet**.



4.2

Click the **Go** button.
Note: The page will then refresh and the search results will be displayed.

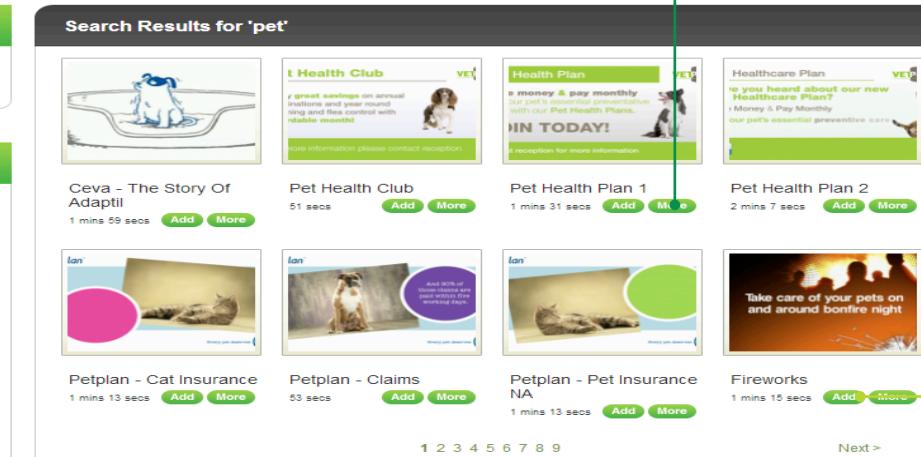


Handy Hint:

Click My Media to view any bespoke practice material that has been created for your practice. **Note:** See sections **10** and **11** for more details.

Handy Hint:

Another way to locate media content is to click the required content category from the **Video Categories** menu. The media content will be displayed and can be selected as shown in step **4.3**.



4.3

To see more information about and preview the media content either click on the thumbnail image or click the **More** button.

Handy Hint:

If previewing is not required the media content can be added straight to the current playlist by clicking the **Add** button.

Note: If the **Add** button does not display please click **View Selected Playlist** then close the Playlist window.

Handy Hint:

If the media content required is not available please click the **get in touch** link and fill in the contact form that appears to request the media content to be created.

SECTION 5 PREVIEWING & ADDING MEDIA CONTENT TO THE CURRENT PLAYLIST

5.1

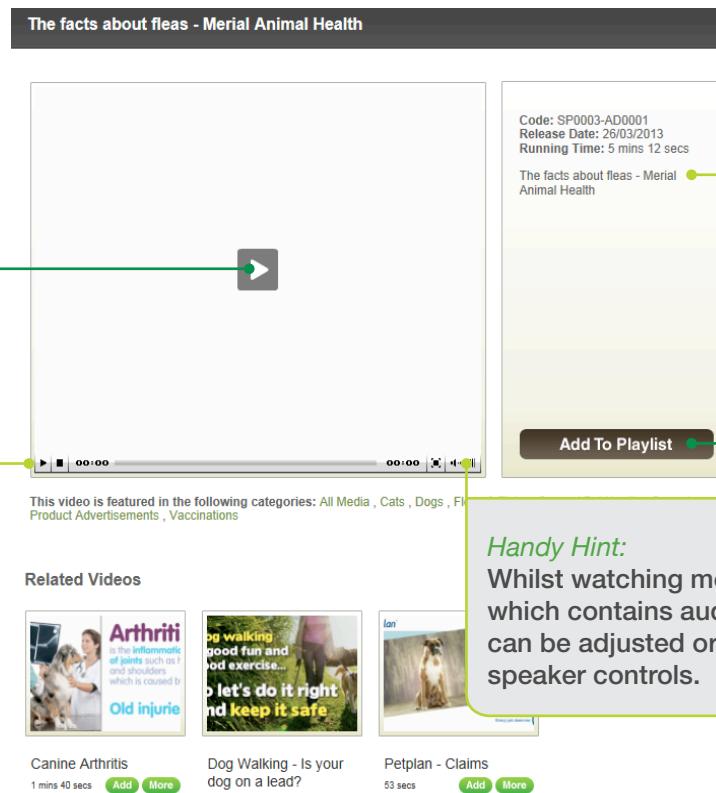
To play the media content, click the play button in the middle of the screenshot. **Note:** This will play the full length of the media content, to pause it at any point simply click the screenshot again.

Handy Hint:

Flash player will need to be installed on your computer to preview the media content. This can be downloaded from www.adobe.com

Handy Hint:

The content can also be played/paused using the **Play** button and stopped using the **Stop** button.



Handy Hint:

See the content details for **Content Code, Release Date, Running Time and a Content Description**.

Note: If the media content contains audio this will be indicated in the content description.

5.2

Click the **Add To Playlist** button.

Note: The message shown below will appear to confirm the media content has been added to the current playlist.

Handy Hint:

Whilst watching media content which contains audio, the volume can be adjusted or muted using the speaker controls.

This video has been added to your playlist

PREVIEWING & ADDING MEDIA CONTENT TO THE CURRENT PLAYLIST (CONTINUED)

5.3

If the playlist order is to be amended before saving move to step 6.1. If not, click the **Save Playlist** button. **Note:** The user will then be given the option to assign the amended playlist to a VETPod. If assignment is required follow steps 5.4 – 5.6. If the playlist is not to be assigned see handy hint (below right).

Save Playlist

5.4

Click the tick box of the VETPod that the playlist is to be assigned to.

Numed I&T
Coda

Save

5.5

Click the **Save** button. **Note:** A confirmation message will appear to confirm that the playlist has been assigned to the selected VETPod(s) (shown below). The playlist will now be active on the display screen in the waiting area.

Please note: Assigning this playlist to a VETPod will replace any previously assigned playlists on that VETPod.

Current playlist - Training Playlist

The playlist has been assigned to the selected VETPod(s)

CLOSE X

5.6

Click the **Close** button to close the playlist assignment confirmation message.

CLOSE X

Handy Hint:

If the playlist is not to be assigned to the VETPod i.e. saved for later use. Click the **Close** button to close the VETPod assignment window.

SECTION 6 EDITING AN EXISTING PLAYLIST – DELETING & RE-ORDERING MEDIA CONTENT

6.1

Click the **View All Playlists** button.

Note: This will open the My Playlists section.

View All Playlists

My Playlists

2	0 items	0 seconds
Training Playlist	0 items	0 seconds

Send to VETPod **Open Playlist** **Delete Playlist** **Embed a Playlist**

6.2

Click the playlist that is to be edited. **Note:** This will highlight the selection with a green band.

My Video Playlist

Drag an item to change the order within the playlist. Your most recent playlist submission will be displayed by default.

Current Playlist: Training Playlist

Assigned to: None

- ↓ Vet Consultations & Payments
- ↓ Christmas Message 2013
- ↓ Zoetis - Vaccination Amnesty
- ↓ Canine Arthritis

Save Playlist

Save as

Clear Playlist

CLOSE X

6.3

Click the **Open Playlist** button.

Note: This will set the playlist to the current playlist which enables further media to be added if required and open the **My Video Playlist** window (shown below).

6.4

Click the  symbol at the side of the content that is to be deleted.

Note: A pop-up message will appear asking the user to confirm the deletion.

Handy Hint:

To delete all the media content from the playlist at once click the **Clear Playlist** button.

Note: A pop-up message will appear asking the user to confirm the deletion.

EDITING A PLAYLIST – DELETING & RE-ORDERING MEDIA CONTENT (CONTINUED)

Current playlist - Training Playlist

6.6

Click the tick box of the VETPod that the playlist is to be assigned to.

Please select any additional VETPod(s) this playlist should be assigned to

Numed I&T
Coda

Save

6.7

Click the **Save** button.

Note: A confirmation message will appear to confirm that the playlist has been assigned to the selected VETPod(s) (shown below).

Please note: Assigning this playlist to a VETPod will replace any previously assigned playlists on that VETPod.

CLOSE X

Handy Hint:

If the playlist is not to be assigned to the VETPod. Click the **Close** button to close the VETPod assignment window.

Current playlist - Training Playlist

The playlist has been assigned to the selected VETPod(s)

CLOSE X

6.8

Click the **Close** button to close the playlist assignment confirmation message.

SECTION 7 EMBEDDING A PLAYLIST INTO ANOTHER PLAYLIST

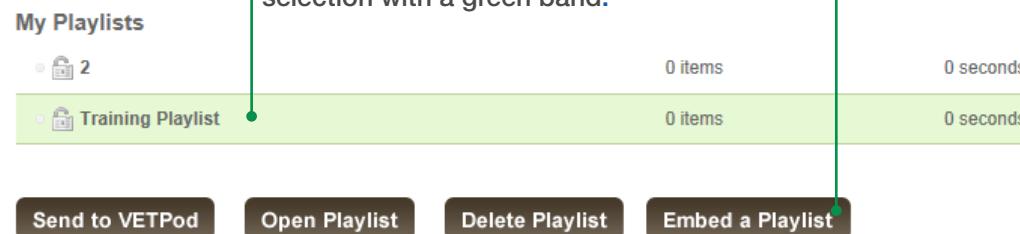
7.1

Click the **View All Playlists** button. **Note:** This will open the **My Playlists** section (shown right).

View All Playlists

7.2

Click the playlist that is to have the playlist embedded into it.
Note: This will highlight the selection with a green band.



7.3

Click the **Embed a Playlist** button.
Note: This will open the **Embed a Playlist** window (shown below).

Handy Hint:

The content of the playlist will include both the original and the embedded playlist. The playlist in its original format will no longer exist. This time saving feature is useful for VETPod users looking after more than one practice that wish to display generic educational content across all sites whilst allowing the flexibility to display practice specific content.

7.4

From the drop-down menu select the playlist which is to be embedded, then click the **Embed** button.
Note: A pop-up message will appear confirming that playlist has been successfully embedded.

Embed a Playlist

Current Playlist: Winter Playlist

Please select the playlist you would like to embed within this playlist.

Please select ▾

Embed

CLOSE X

SECTION 8 DELETING A PLAYLIST

8.1

Click the **View All Playlists** button.

Note: This will open the **My Playlists** section.

View All Playlists

My Playlists

2	0 items	0 seconds
Training Playlist	0 items	0 seconds

Send to VETPod Open Playlist Delete Playlist Embed a Playlist

8.2

Click the playlist that is be deleted. **Note:** This will highlight the selection with a green band.

8.3

Click the **Delete Playlist** button. **Note:** This will open the pop-up message (shown bottom left).

8.4

Click the **OK** button to confirm the deletion of the playlist. **Note:** The screen will refresh and a message confirming the playlist has been deleted will appear. This message may differ dependent on your internet browser.

The page at www.vetchannel-media.co.uk says: ×

Are you sure you want to permanently delete the playlist?

OK

Cancel

Handy Hint:

If the playlist being deleted is currently active on the display screen then the message shown below will appear. **Note:** If the deletion is confirmed the display screen will go blank until a new playlist is assigned. This message may differ dependent on your internet browser.

The page at www.vetchannel-media.co.uk says: ×

Warning: This Playlist is currently live. If you continue, the screen(s) associated with this Playlist will be blanked

OK

Cancel

Handy Hint:

If the user deletes the practices only playlist it will require a new initial playlist to be created. See Section 13 on page 21 for details on how to create this.

SECTION 9 ASSIGNING A PLAYLIST TO A VETPOD

9.1

Click the **View All Playlists** button.

Note: This will open the **My Playlists** section.

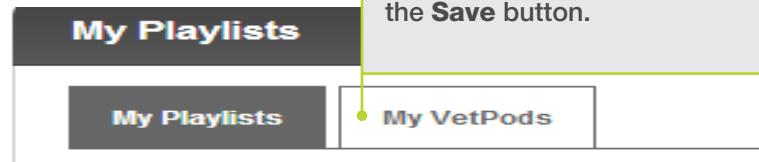
View All Playlists

9.2

Click the playlist that is to be assigned to the VETPod. **Note:** This will highlight the selection with a green band.

Handy Hint:

A playlist can also be assigned by clicking on **My VetPods**, and selecting the appropriate playlist from the **Change** drop-down menu then clicking the **Save** button.



My Playlists

• 2

• Training

Open Playlist

Send to VETPod

9.3

Click the **Send to VETPod** button.

Note: The VETPod assignment window will then appear (shown page 14).

ASSIGNING A PLAYLIST TO A VETPOD (CONTINUED)

9.4

Click the tick box of the VETPod that the playlist is to be assigned to.

Current playlist - Training Playlist

Please select any additional VETPod(s) this playlist should be assigned to

Numed I&T
Coda

9.5

Click the **Save** button.

Note: A confirmation message will appear to confirm that the playlist has been assigned to the selected VETPod(s) (shown below).

Save

Please note: Assigning this playlist to a VETPod will replace any previously assigned playlists on that VETPod.

CLOSE X

Current playlist - Training Playlist

The playlist has been assigned to the selected VETPod(s)

9.6

Click the **Close** button to close the playlist assignment confirmation message.

CLOSE X

Handy Hint:

Further confirmation of which playlist is currently assigned to the VETPod can be seen in the **My Playlists** section. The playlist which is currently assigned will have a green dot to the left of the playlist name.

My Playlists

-  Dogs Playlist
-  Training Playlist

SECTION 10 REQUESTING YOUR PRACTICE EDITORIAL – ‘PRACTICE FRONT END’ VIDEO

10.1

Click the **My Account** link from
The Vet Channel Media menu bar.
Note: This will open the **My Account** section.

My Account

Vets Editorial Template

Please complete this template with the practice information you require to appear on your programme.
For assistance with completing this form please telephone 0114 399 0001.

Contact Information

Name:	Vet Channel Training
Position:	
Telephone:	
Email:	mark.bradley@numed.co.uk

Practice Address

Veterinary Group:	
Practice Name:	
Address 1:	
Address 2:	
Town:	
Postcode:	

Site Ref: If Known

Submission Date: Generated when the form is submitted

10.2

Click the **Editorial Screens** button.
Note: This will open the **Vets Editorial Template** in a new window.

Editorial Screens

10.3

Enter all relevant information and upload any images and branding where indicated.
Note: This information will be used to create the ‘Practice Front End’ video.
Click the link to right to view an example Practice Front End video.



10.4

Click the **Submit Template** button.
Note: This will then take approximately 5-7 working days to produce your video. Once this has been previewed and approved (see page 16) it will be available in the ‘My Media’ category to add into a playlist.

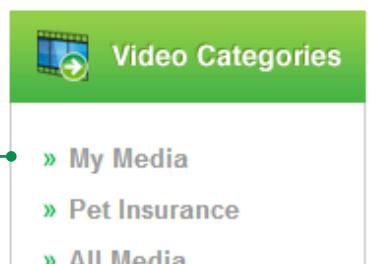
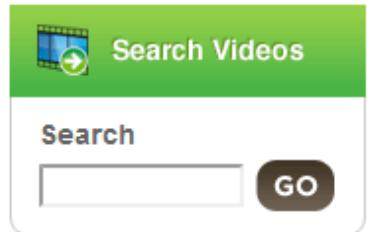
Submit Template

SECTION 10.5 REQUESTING YOUR PRACTICE EDITORIAL – MAKING AMENDMENTS

10.5

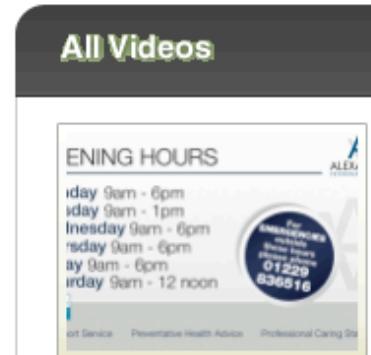
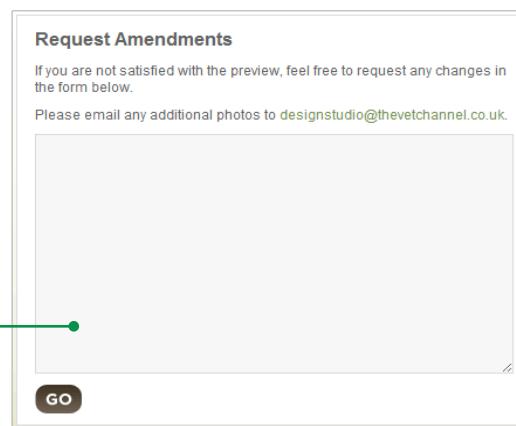
Click the **My Media** option from the **Video Categories** menu.

Note: This will open the **My Media** section which will contain all practice specific media content.



10.8

Enter any amendments required then click the **Go** button. **Note:** It will then take approximately 5-7 working days for the video to be amended.

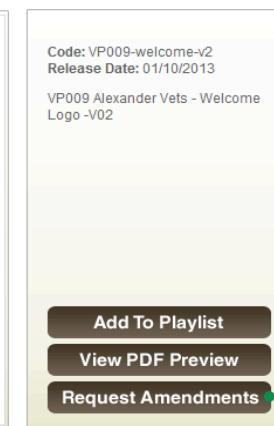


VP009 Alexander Vets -
Opening Hours -V02

Add More

10.6

Click the **More** button on the section of the practice editorial video to be amended.



10.7

Click the **Request Amendments** button. **Note:** This will open the **Request Amendments** window (shown far left).

SECTION 11 HOW TO PREVIEW & REQUEST YOUR PRACTICE PROMOTIONS

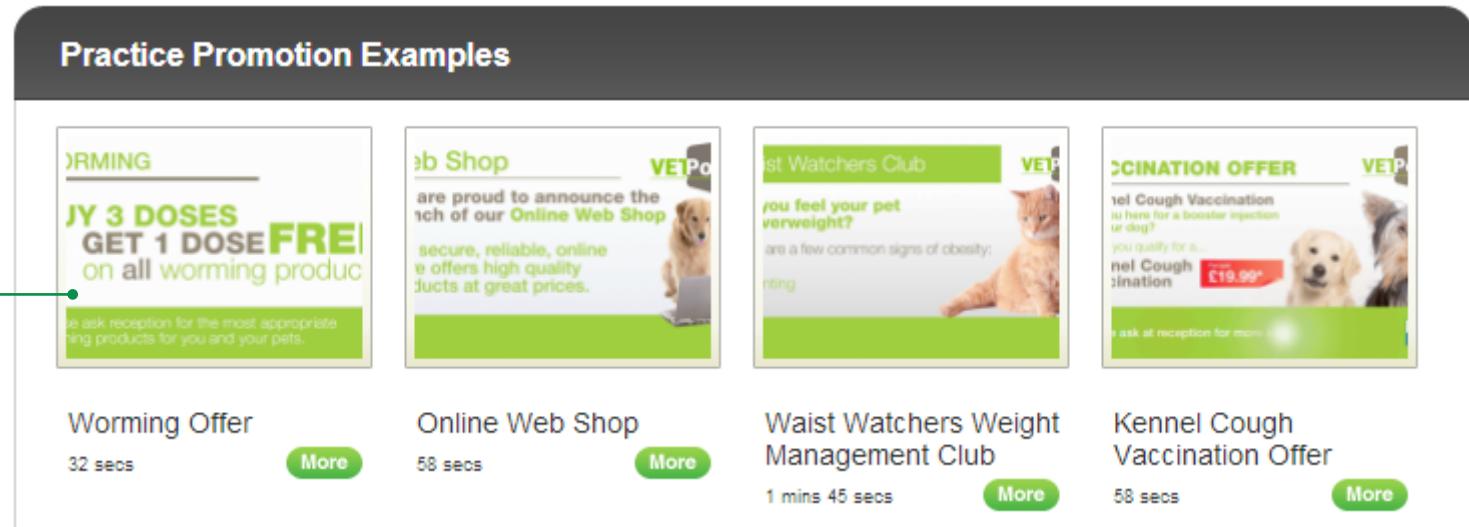
11.1

Click the **Practice Promotion Examples** option from the **Video Categories** menu. **Note:** This will open the Practice Promotion Examples section. (shown below)



11.2

To see more information about and preview the media content either click on the thumbnail image or click the **More** button.

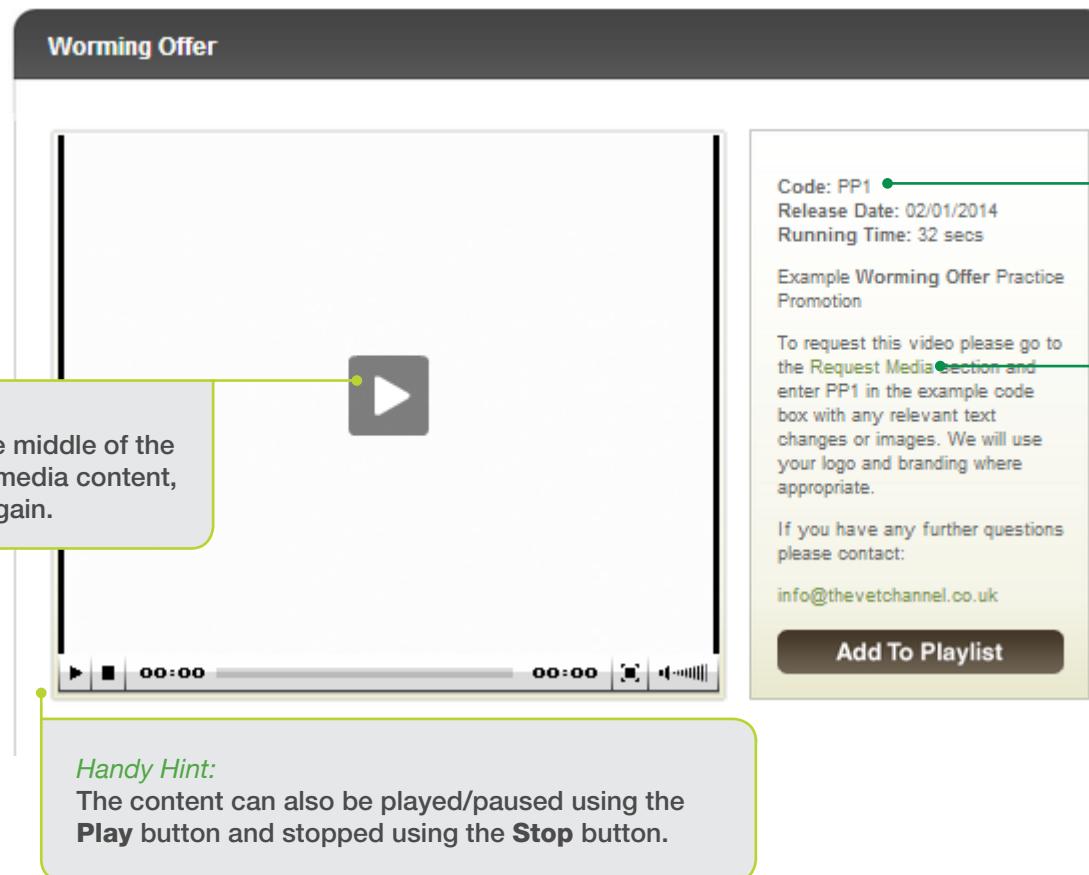


Practice Promotion Examples

- Worming Offer**
32 secs [More](#)
- Online Web Shop**
58 secs [More](#)
- Waist Watchers Weight Management Club**
1 mins 45 secs [More](#)
- Kennel Cough Vaccination Offer**
58 secs [More](#)

NAVIGATING THE VET CHANNEL MEDIA WEBSITE - USER GUIDE

HOW TO PREVIEW & REQUEST YOUR PRACTICE PROMOTIONS – (CONTINUED)



Worming Offer

Code: PP1 **Release Date:** 02/01/2014 **Running Time:** 32 secs

Example Worming Offer Practice Promotion

To request this video please go to the Request Media section and enter PP1 in the example code box with any relevant text changes or images. We will use your logo and branding where appropriate.

If you have any further questions please contact:
info@thevetchannel.co.uk

Add To Playlist

Handy Hint:
To play the media content, click the play button in the middle of the screenshot. **Note:** This will play the full length of the media content, to pause it at any point simply click the screenshot again.

Handy Hint:
Flash player will need to be installed on your computer to preview the media content. This can be downloaded from www.adobe.com

Handy Hint:
The content can also be played/paused using the **Play** button and stopped using the **Stop** button.

11.3

Make a note of the **Code** e.g. PP1. **Note:** This will be required to complete the Request Media form.

11.4

Click the **Request Media** link. **Note:** This will open the Request Media form (shown on page 19).

NAVIGATING THE VET CHANNEL MEDIA WEBSITE - USER GUIDE

HOW TO PREVIEW & REQUEST AMENDMENTS TO PRACTICE PROMOTION EXAMPLES – (CONTINUED)

11.5
Enter all contact information, **Name, Practice Name** (for the requested media), **Email Address and Contact Number**.

11.6
Enter the **Practice Promotion Example Code** e.g. PP1 (see step 11.3 for details on where to find this)

11.7
Enter the required amendments/ imagery to the practice promotion in to the **Additional Details** box.

11.8
Click the **Choose File** button to upload any imagery.

Handy Hint:
For help completing this form please contact our Media Services Department on 0114 399 0001 or info@thevetchannel.co.uk.

Request Media

If you would like to request a Practice Promotion please fill out the form provided below.
A selection of Practice Promotions are available to preview in the Practice Promotion Examples video category. Please follow this link to browse and make your choice.
Please enter in Additional Details the details of any text and/or imagery changes to the Practice Promotion Example specific to your practice.
Note: Our Studio will use your logo, branding and colours where appropriate.
If you would like to request a different Practice Promotion to one not currently within this category please email specific details to: info@thevetchannel.co.uk

Name: *	Media Enquiries Telephone: 0114 399 0001
Installation Team	Media Enquiries E-mail: info@thevetchannel.co.uk
Practice Name: *	For Technical Support please use the contact details below:
	Technical Support Telephone: 0114 399 0011
Email: *	Technical Support Email: support@thevetchannel.co.uk
installations@numed.co.uk	
Contact Number:	
Practice Promotion Example Code: *	
PP	
Additional Details:	
<p>File Please note that the maximum file upload size is 5MB. Any files larger than this should be sent on CD/DVD to Vet Channel Upload.</p> <input type="button" value="Choose File"/> No file chosen	
(*) Denotes a required field	
Disclaimer <input type="checkbox"/> I have read and agree to the disclaimer	
Security Code: *	
 <input type="text"/>	
<input type="button" value="Submit"/>	

11.9
Enter the **Security Code** and then click the **Submit** button

SECTION 12 FORGOTTEN YOUR VET CHANNEL MEDIA WEBSITE PASSWORD – RECOVERING A PASSWORD

12.1
Click the green **Forgot your password** link on the Vet Channel media home page.



The screenshot shows a green header bar with the text "Client Login". Below it is a form with fields for "Email address" (containing "installations@numed.co.uk") and "Password" (containing "*****"). There is a "LOGIN" button and a "Forgot your password?" link below the password field.

Log In

If you already have an account with us, then please enter your login details.

An email has been sent containing your password, once received please try and login again

Email

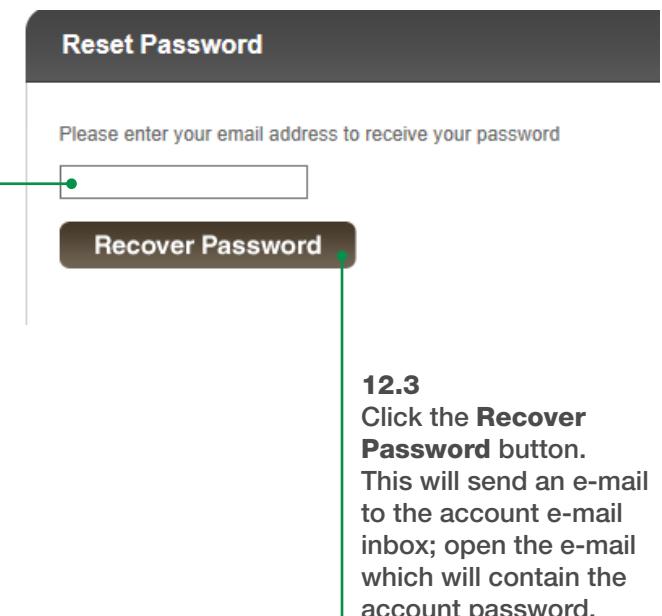
Password

Log In

[Forgotten password?](#)

12.5
Click the **Log In** button.

12.2
Enter your e-mail address into the white box. **Note:** This needs to match an account email address.



The screenshot shows a "Reset Password" form with a text input field labeled "Please enter your email address to receive your password" and a "Recover Password" button.

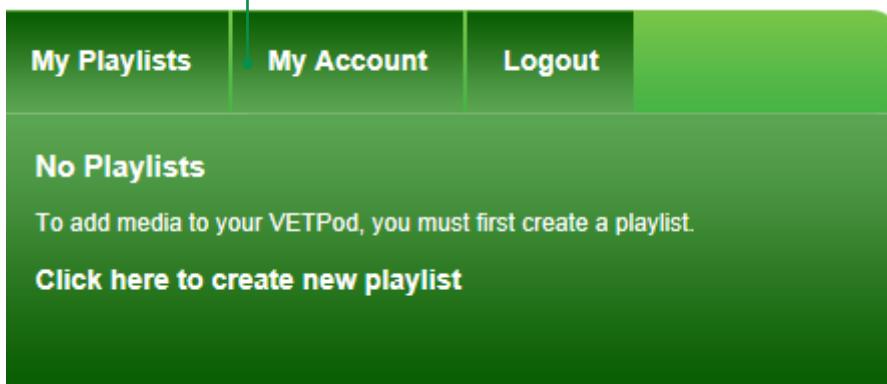
12.3
Click the **Recover Password** button. This will send an e-mail to the account e-mail inbox; open the e-mail which will contain the account password.

12.4
Enter the account e-mail and password into the relevant white boxes.

SECTION 13 CREATING AN INITIAL PLAYLIST

13.1

Click the **Click here to create new playlist** link.
Note: This will open the **Create new playlist** box (shown right).



Handy Hint:

Upon being saved the playlist will be set to the current playlist. **Note:** The current playlist is the one which new media can be added to.

Handy Hint:

The **Current Playlist** box shows the **Playlist Name**, the **Total Sources** in the playlist (number of videos) and the **Total Runtime** of the playlist.

13.2

Enter the name of the new playlist into the **Title** box, then click the **Save** button.
Note: You will then see a confirmation message that the playlist has been created.

• **Create new playlist**

Enter the title of your new playlist below and click submit

Title	<input type="text" value="Training Playlist"/> X
Save	

CLOSE X



Current Playlist	
● Playlist Name	Training Playlist
● Total Sources	0
● Total Runtime	00:00:00
View Selected Playlist View All Playlists	
Add Playlist	

SECTION 14 USEFUL INFORMATION

If you have any problems with the Vet Channel Media website or require any additional support/training please contact:



Contact Number: **0114 399 0011**

Technical Support E-mail: **support@thevetchannel.co.uk**

Training E-mail: **training@thevetchannel.co.uk**

Online Training Booking Link: **www.thevetchannel.co.uk/trainingcourses**

For any sales/media related enquires please contact:

Contact Number: **0114 399 0011**

Sales/Media E-mail: **info@thevetchannel.co.uk**

